



**OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION**

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date August 15, 1983	1. Agency Address Department of Transportation No. 2 Capitol Square, Atlanta, Georgia Office of Programming in Division of Planning and Programming	Application Number 83-885	
Application Number		Date Received MAY 17 1984	Date Completed NOV 27 1984
2. Person to Contact Martha B. Jenkins		Working Title Administrative Secretary	Telephone Number 656-5320
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1970	Latest To Date	5. Records Series Title (followed by title used in office, if different) Highway Project Files With Federal Funds	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Office of Programming is to develop, produce, and maintain a transportation Construction Work Program as required by the Georgia Code (Title 95A) of Public Transportation, Georgia Action Plan and all applicable federal laws (23 U.S.C.; 33 U.S.C.; P.O. 92-500) and secure funds from the Federal Highway Administration as necessary to carry out the functions of the Construction Work Program.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Construction Work Program for coordinating the approval and funding of projects under the Department Documents relating to: the construction of roads, bridges, airports and Mass Transit Projects financed by federal-aid funding Included are: See attached list of documents included in the series.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old daily; Seven to twelve months old daily; Thirteen to twenty-four months old weekly; twenty-five months and older varies			
9. Annual Rate of Accumulation of Records Letter-size drawers 3; Legal-size drawers 0; Shelves 0; Other (specify)			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
XX		a. Is this the official copy of the series? If not, where is it?
	XX	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	XX	c. Is this a vital record?
	XX	d. Does this series have historical or long term research value?
XX		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	XX	f. Is the information contained in this series ever published? If yes, attach copy. Let List partial
	XX	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	XX	h. Is there a duplication of this series in your office, or in another office or agency? partial. General Files; If yes, where? Design Office, Traffic & Safety Office; Rights-of-Way Office
		i. Is this series (or a major portion of it) regularly microfilmed?
XX		j. Does the record series result in a computer printout?

# 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |              |
|--------------------------|--------------|-----------------------------------|--------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years. |
| b. Statute of limitation | 20 years.    | e. Administrative need            | _____ years. |
| c. Federal law           | _____ years. | f. Federal retention instructions | 3 years.     |

Attach copy or excerpt of laws or regulations. Explain administrative need. 9-3-23. "Actions upon bonds or other instruments under seal shall be brought within 20 years after the right of action has accrued."

Federal Highway Program Manual 1-6-2 requires 3 years retention.

# 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☐ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☒ Transfer to State Records Center; hold 19 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date	
<i>James A. May</i>	MAY 07 1984	<i>Maaha Buck</i>	5/10/84	
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)		
		State Auditor/Designee	<i>Edward Uldor</i>	4/19/84
		Secretary of State/Designee	<i>Edward Uldor</i>	11/7/84
		Attorney General/Designee	<i>James A. May</i>	11/14/84